



HRORG

Positions With Invalid Master Cost Center and/or Cost Distribution Report

The Positions With Invalid Master Cost Center and/or Cost Distribution report will provide agencies with a report to identify positions with an invalid master cost center, invalid cost distribution cost center, invalid cost distribution internal order and/or invalid cost distribution WBS element.

This report is for current pay period and therefore will only detect invalid cost center/cost distribution master data for the current period.

To run this report, you will need one of the following roles:

Agency or State HR/FI Posting Specialist
State Org and Comp Administration
State Org and Comp Specialist



Demonstration

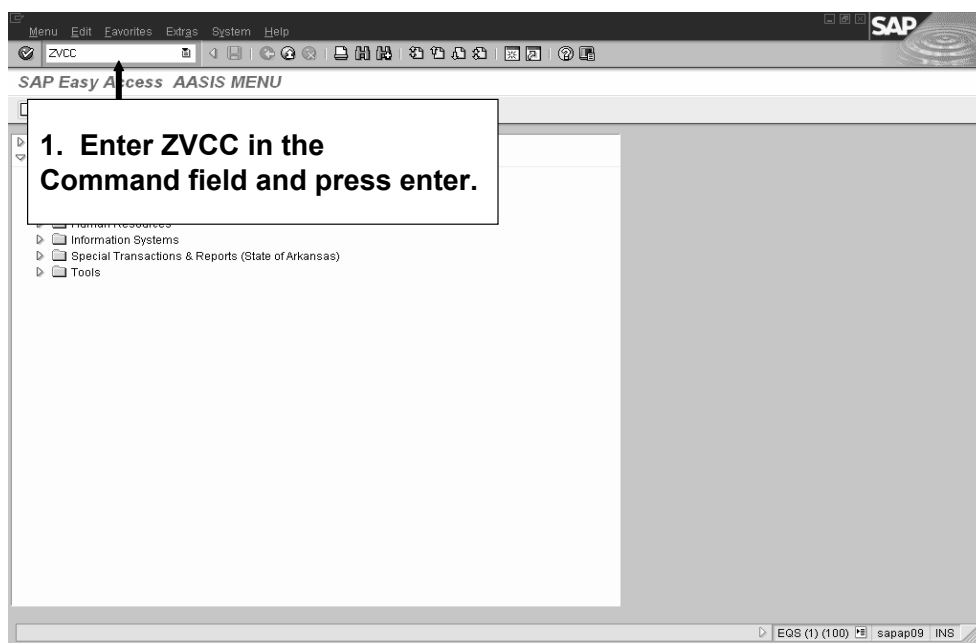
- Run Positions With Invalid Master Cost Center and/or Cost Distribution Report

Transaction Code: ZVCC





Transaction ZVCC



Transaction ZVCC

4. Click Execute.

The screenshot shows the SAP Transaction ZVCC interface. The title bar reads "Positions With Invalid Master Cost Center and/or Cost Distribution". The interface includes a menu bar (Edit, Goto, System, Help) and a toolbar. The main area is divided into sections: "Reporting Period" and "Data Selection Parameters".

Reporting Period: Payroll Area 11, 01/15/2006 To 01/28/2006. Radio buttons for "Current Period" and "Other Period" are present. The "Other Period" option is selected, and the value "3 2006" is entered in the adjacent field.

Data Selection Parameters: Position Number, Personnel Number, and Business Area fields are visible. The Business Area field contains the value "0590".

Annotations:

- 2. Select 'Current Period' or 'Other Period'. If you select 'Other Period', enter the OPM pay period number and year.** (Points to the "Other Period" radio button and the "3 2006" field.)
- 3. Enter the business area.** (Points to the Business Area field containing "0590".)
- 4. Click Execute.** (Points to the Execute button in the toolbar.)

The status bar at the bottom shows "EQS (1) (100) sapap09 INS".

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The OPM pay period number can be determined by viewing the OPM bi-weekly schedule of pay periods, pay period number column.

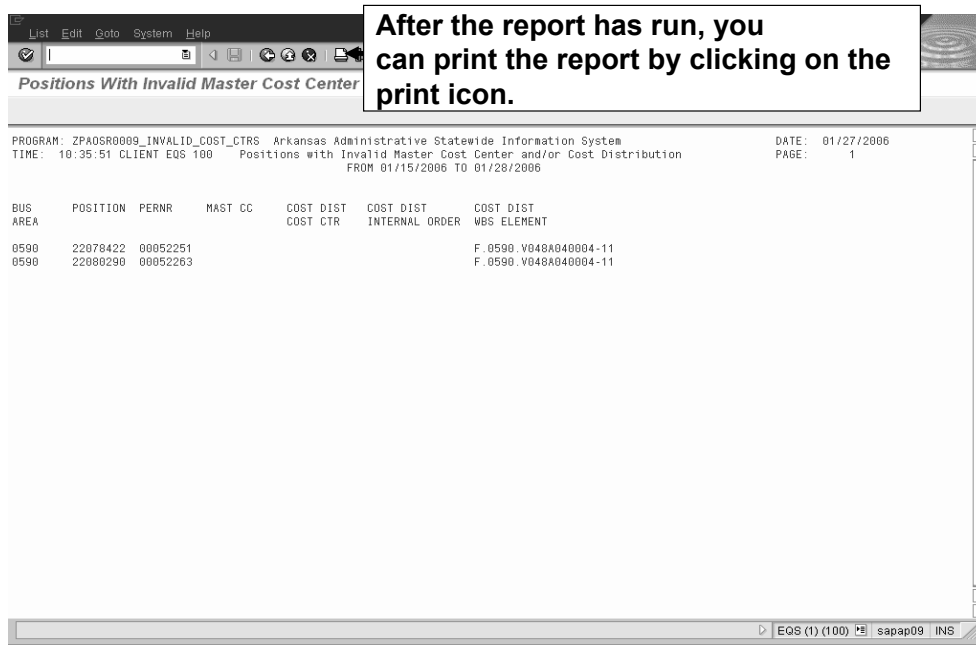
If authorized, the end user may enter more than one business area by selecting the multiple selection field and entering other business areas.

If the end user wants to verify one position's cost center information, they may do so by entering a position number in the position number field.

If the end user wants to verify one employee's cost center information, they may do so by entering a personnel number in the personnel number field.



Transaction ZVCC



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This report reflects business area, position, and personnel number only if there is invalid costing for one of the following: master cost center; cost distribution cost center; cost distribution internal order and/or cost distribution wbs element.

The invalid costing must be corrected by the agency personnel with the role of Agency Org and Comp Specialist.

Definitions for the report headings are provided below:

BUS AREA – This is the agency’s business area number.

POSITION - This is the position number that has the invalid master cost center, cost distribution cost center, cost distribution internal order and/or cost distribution wbs element.

PERNR – This is the personnel number of the employee in the position with invalid costing information.

MAST CC – This is the master cost center reflected on the position. The master cost center will only reflect on the report if it is invalid. The master cost center can be found on infotype 1001 (Relationships) with transaction PO13 or PO13D.



Transaction ZVCC

BUS AREA	POSITION	PERNR	MAST CC	COST DIST COST CTR	COST DIST INTERNAL ORDER	COST DIST WBS ELEMENT
0590	22078422	00052251				F.0590.V048A040004-11
0590	22080290	00052263				F.0590.V048A040004-11

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Definitions for the report headings are provided below, continued:

COST DIST COST CTR – This is the cost distribution cost center reflected on the position. The cost distribution cost center will only reflect on the report if it is invalid. The cost distribution cost center can be found on infotype 1018 (Cost Distribution) with transaction PO13 or PO13D.

COST DIST INTERNAL ORDER – This is the cost distribution internal order reflected on the position. The cost distribution internal order will only reflect on the report if it is invalid. The cost distribution internal order can be found on infotype 1018 (Cost Distribution) with transaction PO13 or PO13D.

COST DIST WBS ELEMENT – This is the cost distribution wbs element reflected on the position. The cost distribution wbs element will only reflect on the report if it is invalid. The cost distribution wbs element can be found on infotype 1018 (Cost Distribution) with transaction PO13 or PO13D.



Transaction ZVCC

The screenshot displays the SAP Transaction ZVCC interface. The title bar indicates the program is 'ZPA0SR0009_INVALID_COST_CTRS' for the 'Arkansas Administrative Statewide Information System'. The date is 01/27/2006 and the page is 1. The main text area shows the following information:

PROGRAM: ZPA0SR0009_INVALID_COST_CTRS Arkansas Administrative Statewide Information System
TIME: 11:26:55 CLIENT EGS 100 Positions with Invalid Master Cost Center and/or Cost Distribution
FROM 01/15/2006 TO 01/28/2006

The table below shows the selection criteria:

BUS AREA	POSITION	PERNR	MAST CC	COST DIST COST CTR	COST DIST INTERNAL ORDER	COST DIST WBS ELEMENT
NO DATA FOUND FOR SELECTION CRITERIA						

The status bar at the bottom right shows 'EGS (1) (100)' and 'sapap09 INS'.

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If the agency does not have an invalid master cost center, invalid cost distribution cost center, invalid cost distribution internal order and/or invalid cost distribution wbs element, the message “NO DATA FOUND FOR SELECTION CRITERIA” will be reflected on the report.



Transaction ZVCC

A. To send the report to Excel, click on List > Save/Send > File.

PROGRAM: ZPA0SR0009_INVALID_COST_CTRS Ark
TIME: 10:35:51 CLIENT EQS 100 Positions with Invalid Master Cost Center and/or Cost Distribution
FROM 01/15/2006 TO 01/28/2006 PAGE: 1

BUS AREA	POSITION	PERNR	MAST CC	COST DIST COST CTR	COST DIST INTERNAL ORDER	COST DIST WBS ELEMENT
0590	22078422	00052251				F.0590.V048A040004-11
0590	22080290	00052263				F.0590.V048A040004-11

EQS (1) (100) sapap09 INS



Transaction ZVCC

Positions With Invalid Master Cost Center and/or Cost Distribution

PROGRAM: ZPA0SR0009_INVALID_COST_CTRS Arkansas Administrative Statewide Information System DATE: 01/27/2006
TIME: 10:35:51 CLIENT EGS 100 Positions with Invalid Master Cost Center and/or Cost Distribution PAGE: 1
FROM 01/15/2006 TO 01/28/2006

BUS AREA	POSITION	PERNR	MAST CC	COST DIST COST CTR	COST DIST INTERNAL ORDER	COST DIST WBS ELEMENT
0590	22070422	00052251				F .0590 .V048A040004-11
0590	22080290	00052263				F .0590 .V048A040004-11

B. Select Spreadsheet.

Save list in file...

In which format should the list be saved ?

- ☐ Unconverted
- ☒ Spreadsheet
- ☐ Rich text format
- ☐ HTML Format
- ☐ Copy to Clipboard

EGS (1) (100) sapap09 INS

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Transaction ZVCC

List Edit Goto System Help

Positions With Invalid Master Cost Center and/or Cost Distribution

PROGRAM: ZPA0SR0009_INVALID_COST_CTRS Arkansas Administrative Statewide Information System DATE: 01/27/2006
TIME: 10:35:51 CLIENT EQS 100 Positions with Invalid Master Cost Center and/or Cost Distribution PAGE: 1
FROM 01/15/2006 TO 01/28/2006

BUS AREA	POSITION	PERNR	MAST CC	COST DIST COST CTR	COST DIST INTERNA	COST DIST
0590	22078422	00052251				
0590						

Positions With Invalid Master Cost Center and/or Cost Distribution

Directory: C:\Documents and Settings\DNJolley\Desktop

File Name: Test0590.xls

New Name Replace Append X

EQS (1) (100) sapap09 INS

C. Enter the directory name and the file name to transfer the report into Excel. Be sure to use the extension 'xls' in the file name.

The file name will be needed to retrieve the document in Excel.



Transaction ZVCC

List Edit Goto System Help

Positions With Invalid Master Cost Center and/or Cost Distribution

PROGRAM: ZPA0SR0009_INVALID_COST_CTRS Arkansas Administrative Statewide Information System
TIME: 10:35:51 CLIENT EQS 100 Positions with Invalid Master Cost Center and/or Cost Distribution
FROM 01/15/2006 TO 01/28/2006

DATE: 01/27/2006
PAGE: 1

BUS AREA	POSITION	PERNR	MAST CC	COST DIST COST CTR	COST DIST INTERNAL ORDER	COST DIST WBS ELEMENT
0590	22078422	00052251				F 0590.V048A040004-11
0590	22080290	00052263				F 0590.V048A040004-11

529 bytes transferred

EQS (1) (100) sapap09 INS

D. You should receive the message “# bytes transferred”.



Transaction ZVCC

A1	PROGRAM:																
1	PROGRAM:		ZPAOSR0009_INVALID_COST_CTRS														
2	TIME:	10:35:51	CLIENT	EGS	100												
3																	
4																	
5																	
6	BUS		POSITION	PERNR		MAST CC											
7	AREA																
8																	
9	590		22078422	52251													
10	590		22080290	52263													
11																	
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After the report has been transferred to Excel, go to Microsoft Excel on your pc. Using the file name, locate your report in Excel. Open the document.